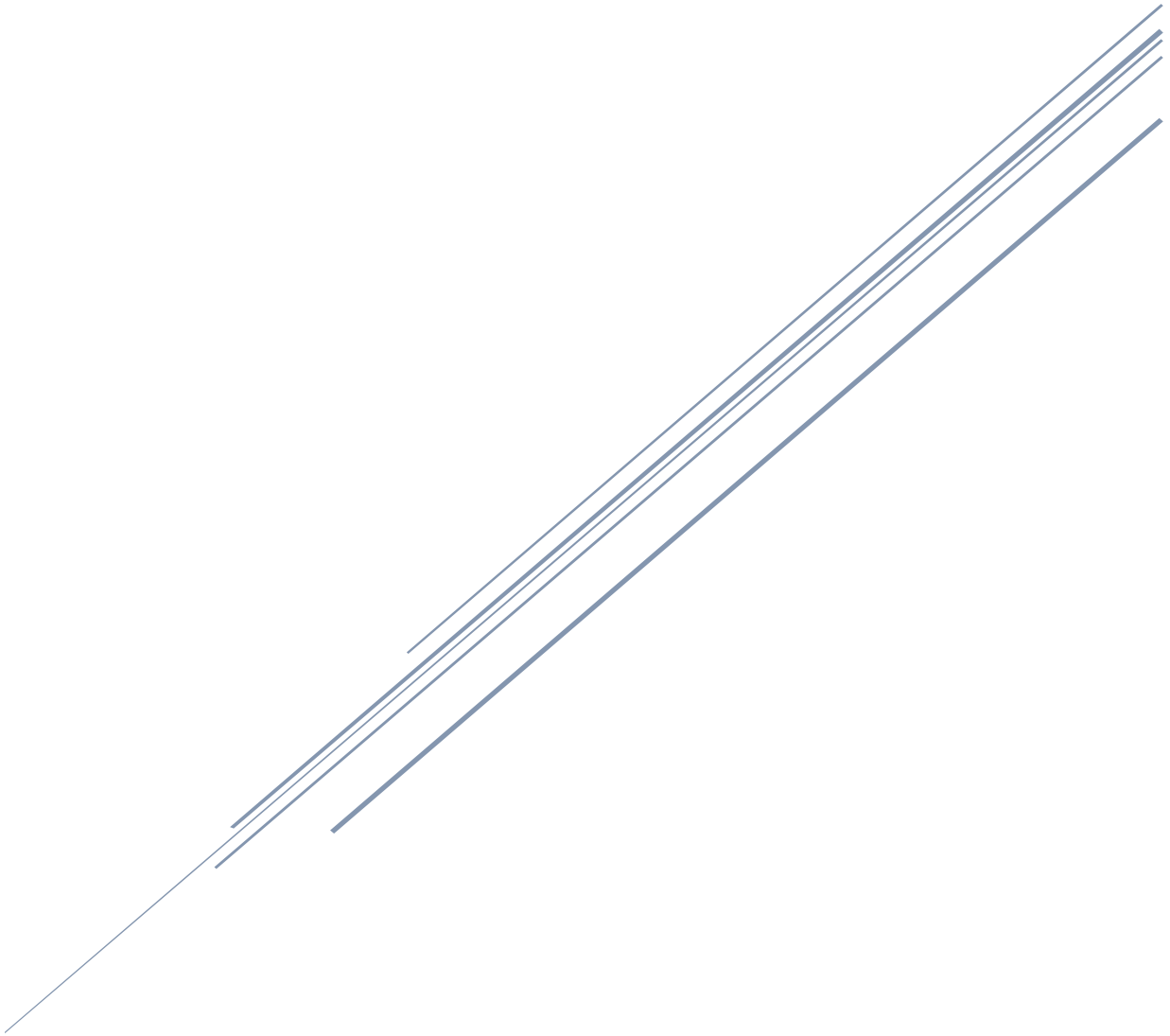


Procedure and Checklist for Employment Registration



**Labour and Employment Department
Government of Himachal Pradesh**

Contents

Table of Content

- A. Application for Employment Registration..... 2**
 - a) List of documents/ checklist..... 2
 - b) Service Delivery Process..... 2

- B. Applicable fees 3**

- C. Timelines 3**

A. Application for Employment Registration

a) Checklist

- Qualification Certificates
- Himachali Bonafide Certificate/ Residence Proof
- Category/ Subcategory (if applicable) certificates
- Physically Challenged (if applicable) certificate
- Ex-Servicemen (if applicable) certificate

b) Procedure/ Service Delivery Process

- Go to URL: <https://eemis.hp.nic.in/> (Homepage Employment Exchange MIS portal) click on “**Login**” and then click on the “**Applicant Login**” for Employment registration.
- For new registration click on “**Sign Up**” and follow the steps for registration.
- After successful registration, user can login to their account using the created ID and password.
- A unique registration number is allotted to the user. User then clicks on “**Apply Registration**” and enters/ uploads all the requisite documents required in the registration process.
- On successful submission of the application, the application is forwarded to the department for scrutiny and approval/ rejection.
- The concerned Employment Exchange Incharge logs in through his/ her credentials and checks all the documents submitted by the applicant.
- The officer may refer back the application in case any discrepancy is found, the user has to correct the application and submit again.
- In case all the documents and other relevant information entered by the user is in order and correct, the officer incharge approves the application.
- In case of rejection, the user has to reply to all the queries and again submit requisite documents for final submission and approval
- Once the application is approved from the department, user can download the final certificate from online portal.

C. Applicable Fees

- No fees is applicable for this service.

D. Timelines:

- Timeline of **7 days** for the service delivery is mandated under the HPPSG Act 2011

Direct link to access the notification:

<https://emerginghimachal.hp.gov.in//themes/backend/uploads/Updated%20OPSG%20notification.pdf>